Notice of Funding Opportunity

HS STAC Intelligence & Infrastructure Protection Analyst 2021 (2022)

Applications must be submitted through Egrants on or before November 30, 2022

Contact Information for this Notice of Funding Opportunity

Program Manager: Eric Franco (608) 242-3335
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Grants Specialist: Rebecca Thompson (608) 242-3236
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Submit Applications Using Egrants

Applications must be submitted through the Egrants online grants management system. If you have never used Egrants before, you will need to register for access to the system. To register online, go to http://register.wisconsin.gov/accountmanagement/default.aspx and complete the 'self registration' process.

Authorization to access Egrants can take several days depending on registration activity. Please note: If you register outside the hours of Monday-Friday 7:30am-4pm, access may not be approved until the next business day. Once your Egrants access has been approved, you may begin your online grant application.

Egrants Help Desk: 608-242-3231 or WEMEgrants@egrants.us
The help desk is staffed on non-holiday weekdays between 7:30AM and 4:00PM.

The Egrants system user guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the grants page of the WEM website: https://wem.egrants.us/egmis/documents/EgrantsExternalUserGuide5-2-201-Final.pdf

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

WEM Egrants website: https://wem.egrants.us

Requirements for Federally Funded Grants

Unique Entity Identifier and System for Award Management (SAM):
All applicants for this grant opportunity must be registered in SAM before submitting an application; and continue to maintain an active SAM registration with current information at all times during the period of performance for the grant. WEM's website has a helpful guide for SAM registration. UEI External Fact Sheet (wi.gov). **WEM cannot award a grant until the applicant has complied with all applicable SAM requirements. Please contact the assigned Program Manager if need assistance.**

National Cybersecurity Review (NCSR)
All Homeland Security Grant Program recipients and subrecipients must complete the NCSR no later than the federal deadline (February 28) of every year during the grant performance period. Successful completion of the NCSR is a requirement before closeout.

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Description: The Critical Infrastructure Protection Intelligence Analyst (CIP) is an ongoing project. This analyst will coordinate site visits and assessments with local public and private sector facility representatives to provide Vulnerability Assessments and related resources in the furtherance of the National Preparedness Goals Core Capabilities of Prevention, Protection, Mitigation, and to further the information sharing mission of the STAC, which includes preparing and countering potential acts of terrorism against Wisconsin's critical infrastructure and communities in whole. CIP also collects, researches, and analyzes threats relating to critical infrastructure for the STAC Area Of Responsibility (AOR) and surrounding area. The CIP will present briefings to key personnel and agency partners, and provide support to the STAC's public and private sector partners. CIP will assist in TLO fundamental training, production of STAC intelligence products, and other various information and intelligence briefings.

Opportunity Category: Limited Eligibility

Important Dates:

Application Due Date: November 30, 2022

Project Start Date: January 1, 2023

Project End Date: December 31, 2023

Reporting Requirements: If awarded a grant, your agency will be responsible for completing the following reports in order to receive reimbursement.

Program Reports Frequency must be submitted Quarterly

Financial Reports Frequency must be submitted Quarterly

Anticipated Funding Amount: As approved by the Funding Advisory Working Group, the anticipated dollar amount available under this funding opportunity is **$115,000.00**, depending upon WEM's receipt of the federal executed award.

Match/Cost Sharing Requirement: None

Eligibility: The City of Milwaukee is the only eligible applicant.

Eligible Expenses: Funding may be used for Personnel, Employee Benefits, Travel/Training, Supplies & Operating Expenses.

All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

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Application Components

Through Egrants, you will provide WEM with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to the Program Manager listed on page one of this document.

Information provided in this application may be cited in WEM reports or press releases and will likely be used in reports to federal funding agencies or other stakeholders. Plain language that clearly describes the intent of the project is most effective.

1. **Main Summary**
   This page asks for information about your agency and the individuals responsible for the application and grant award. When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

   In the Brief Project Description text box, please describe your project. A suggested format is included for your convenience:

   > "Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improve safety in Wisconsin?)"

   There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button.

2. **Performance Measures**
   Please open this section and change the page status to Complete; then SAVE the page. Performance Measures will be identified and collected during post-award reporting rather than through this funding application process.

3. **Budget Detail**
   Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. It is important that you include specific details for each budget line item, including cost calculations.

   Personnel: Provide salary information for non-contractual employees that will be funded through this grant, including overtime. List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Only personnel costs of the agency applying for the grant funds should be included under "personnel."

Employee Benefits: Employee benefits for grant-funded personnel include FICA, Unemployment Compensation, Health Insurance, etc. and amounts budgeted should be based on actual known costs or an established formula. Employee benefits are for the personnel listed in the budget and only for the percentage of time devoted to the project. Employee benefits on overtime hours are limited to FICA, Workers' Compensation, and Unemployment Compensation.

Travel/Training:
Guidelines for Travel and/or training costs for an individuals with the funded project. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. Current rates for in-state travel at the time of this announcement include:

Mileage: $0.51/mile

Lodging: Maximum $90/night ($95/night for Milwaukee, Waukesha or Racine County)

In-State Meals: $9/breakfast (leaving before 6 a.m.); $11/lunch (leaving before 10:30 a.m. and returning after 2:30 p.m.); $21/dinner (returning after 7 p.m.).

Out-of-State Meals: $10/breakfast (leaving before 6 a.m.); $15/lunch (leaving before 10:30 a.m. and returning after 2:30 p.m.); $25/dinner (returning after 7 p.m.).

Guidelines for any Travel and/or training costs associated for hosting an event (conference/convention, training, exercise, etc.) with the funded project. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. Current rates for in-state travel at the time of this announcement include:

- Meal cost per attendee: $9/breakfast (start time prior to 6 a.m.); $11/lunch (starting before 10:30 a.m. and concluding after 2:30 p.m.); $21/dinner (event ending after 7 p.m.). Some events may be eligible for $7/break expenses, for more information regarding state guidelines and expense reasonableness please call or email the Program or Fiscal Contact listed on this Grant Opportunity.

(Please note: Costs will only be reimbursed after submission of an event agenda and attendance list. Travel and training for contracted employees/Contractual Services does not go in this section. These expenses should be itemized under "Contractual.")

Supplies and Operating Expenses: Includes consumables such as paper, stationery, postage, and software. Also includes operating expenses such as rent and utilities. Show computations for all items. For example, Rent: $150/mo x 12 months = $1,800.

4. **Budget Narrative**
Describe how the funds will be used, including what programs will be implemented using this grant funding.

5. **Project Narrative**

   Please provide an overview of the STAC as a whole including how this position will assist the current mission of the STAC.

6. **Free-style Questionnaire -- Core Capabilities**

   Choose a primary core capability for the project. Select as many secondary core capabilities as applicable for the project.

7. **Required Attachments**

   Attach position descriptions for each funded or partially funded position.If the documents are not available at the time of application, you will be required to upload the documents into the Monitoring section of Egrants under the Project Document Attachment section. Submission of documents is required prior to WEM making reimbursement.

Application Review and Award Criteria

All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. WEM staff will review applications to ensure consistency with statewide strategies and make funding recommendations to the Adjutant General. All final grant award decisions will be made by the Adjutant General.

Post-Award Special Conditions/Reporting Requirements

If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials. Please review all of your grant award special conditions and Egrants reporting requirements when you receive the Grant Award documents. Your grant award will be subject to general terms and conditions as well as the following special conditions.

1. **National Cyberasecurity Review (NCSR)**

   All Homeland Security Grant Program recipients and subrecipients must complete the NCSR no later than the federal deadline (February 28) of every year during the grant performance period. Successful completion of the NCSR is a requirement before closeout.

2. **Copy of Position Description**

   Copy of the Position Description must be submitted to WEM detailing job specifications and deliverables. Upload the Position Description into Egrants within the **Monitoring Section** under *Project Document Attachment*.

3. **Allowable Grant Activities**

   This funding is intended to support the planning and implementation activities and deliverables as outlined in the grant application and associated project proposal documents submitted to WEM. Activities other than those expressly detailed in this grant are not allowable without prior approval from WEM.

4. **Grant Modification**

   Grant modification must be approved by Wisconsin Emergency Management (WEM) in order to be considered. The applicant must be current with WEM Fiscal and Program Reports in Egrants for modification to be consideration. Grant modifications will not be granted unless applicant provides a compelling reason.

5. **Procurement**

   Recipients and sub recipients shall use their own procurement standards and regulations, provided that the procurement conforms to applicable Federal law and the standards identified in the Procurement Standards Sections of 2 CFR § 200.318-326.

6. **Appendix A – Fusion Centers**

   State and major Urban Area Fusion Centers receiving SHSP or UASI grant funds will be evaluated based on compliance with the guidance and requirements for the National Network as set forth by DHS Intelligence and Analysis (I&A) through the annual Fusion Center Assessment. In addition, Fusion Centers will:

   - ✓ Through the Program Performance Report (PPR), fusion centers will report on the compliance with measurement requirements within the fusion centers through the annual Fusion Center Assessment managed by DHS I&A and reported to FEMA
   - ✓ Fusion Center will adhere to the grant requirements are listed at https://www.dhs.gov/resources-fusion-centers
   - ✓ DHS/FEMA approved analyst courses that meet the grant requirement are listed at http://www.dhs.gov/fema-approved-intelligence-analyst-training-courses. Upload all certificates of training conducted with the grant performance of period within the Monitoring Section under Project Document Attachment.
   - ✓ Adherence to all other pertinent provisions identified in the "FY 2019 Homeland Security Grant Program (HSGP) Notice of Funding Opportunity (NOFO) "Appendix A – FY 2019 Fusion Centers.

Request for Reimbursement

Payments will be made on a reimbursement basis only. Requests for reimbursement are made by submitting a Fiscal Report in Egrants. Guidance regarding requirements and process is accessible through the Egrants Job Aid for Fiscal Reports: https://wem.wi.gov/wp-content/library/grants/egrants-job-aid-fiscal-report-and-reimbursement-request.pdf

In addition to the standard requirement of a signed Reimbursement Request form and itemized invoices/receipts, **additional documentation** required for this specific grant include the following:
   ☑ proof of payment

Request for Award Modification

Requests for an award modification may be submitted to WEM for the following circumstances:
1. Change of signing official, fiscal officer, or project director.
2. Requesting a change in the award amount or returning the award.

3. Requesting an extension of the performance period. Extensions will be considered on a case-by-case basis.
4. Changing the scope of the project.

Requests for modifications must be submitted via Egrants. All modification requests will be reviewed by the WEM assigned Program Manager and Fiscal contact for approval. All final grant modification decisions will be made by the WEM Administrator. Modifications are not considered authorized until WEM provides a signed Grant Adjustment Notification (GAN); **any related expenses <u>incurred</u> prior to receipt of a signed GAN are not eligible for reimbursement.**

Additional Resources

Additional information about Wisconsin Emergency Management and resources to assist with Egrants is available as follows:

- Wisconsin Emergency Management website: https://dma.wi.gov/DMA/wem/

- WEM Grant Administration tools: https://wem.wi.gov/admin-tools/

- WEM Egrants Job Aid for Fiscal Reports: https://wem.wi.gov/wp-content/library/grants/egrants-job-aid-fiscal-report-and-reimbursement-request.pdf

- Egrants (User Guide available on Log-in screen): https://wem.egrants.us/
  - Online Help is available in many areas of the Egrants system – watch for the "Help" buttons. Egrants Helpdesk is staffed on non-holiday weekdays between 7:30AM and 4:00PM. Email: WEMEgrants@egrants.us

- Exercise forms and Policy Directives are available in WebEOC® > Advanced File Library > WEM External Policy Directives.
  - 5005.4.3 AAR and IP Template
  - 5005.4.4 Supplemental Exercise Form